

Cvent Tip of the Week: Week of April 27

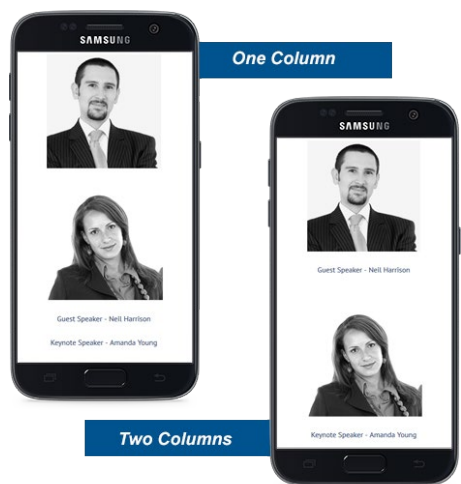
Flex Version of Cvent, Website Design


Browse information about each event on the summary page, agenda page, attendee list and other pages. Then walk through the registration process to experience the sample event from a registrant's point of view.

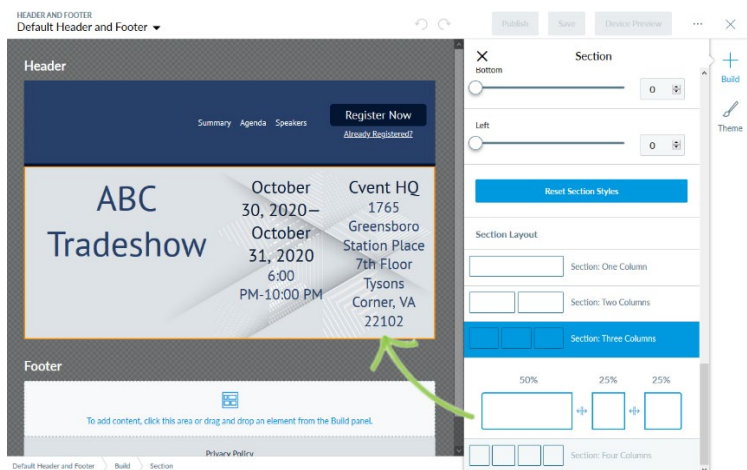
Adding and Customizing Widgets

1 Access the Site Designer. Begin by selecting your Flex event. Hover over Website & Registration and, under Registration, click **Registration Process**. If necessary, select your registration path from the Registration Paths dropdown. To the right of the page you want to edit, click **Customize**.

2 Add your structure. Your webpages are a mix of sections and widgets. They work together to establish how your content will display depending on the size of the device that the website is being viewed on. For instance, if you're displaying a row of your speakers with their names underneath, the section's column set up will determine how the content displays. While there will be very little difference when viewed on a large desktop, the display can shift dramatically when viewed on a mobile device. Reference the image below to view the differences.



To determine how many columns your section has, click **Build** to the right of the canvas, and scroll down to the Structure & Organization section. Drag and drop the Section widget onto your canvas. The Section Editor will appear to the right of the canvas. Scroll down to the Section Layout section, and click the number of columns you would like. If you select two or three columns, click and drag the  to determine the percentage of which each column should occupy the section. In the example below, the section is broken into 3 columns, where event title widget takes up 50% of the section, and the date and location widgets each take up 25%.



NOTE: Some widgets cannot be placed into columns, as the widget itself takes up too much space. These include the progress bar, countdown timer, location map, and website navigation widgets.

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Adding and Customizing Widgets

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Leadership Connection Community – A new, one-stop destination for HFMA chapter news is here! Check out the Leadership Connection community group by logging into your HFMA account online and navigating to [Community](#); this group will be listed under My Groups. We've already been at work in the Leadership Connection group, posting discussions and files to the Library, so get engaged and check it out!

3 Add content widgets. Now it's time to add content to your section. Drag and drop a widget onto the canvas.

Personal Information

Fill out the information below, then click Next to continue.

* First Name

* Last Name

* Email Address

* Registration Type

Mobile

Designation

Email Address

Facebook URL

First Name

Home Address

Home Fax

Home Phone

Last Name

LinkedIn URL

Middle Name

Mobile

Nickname

Pager

Prefix

Source ID

Title

Twitter URL

Work Address

Work Fax

Work Phone

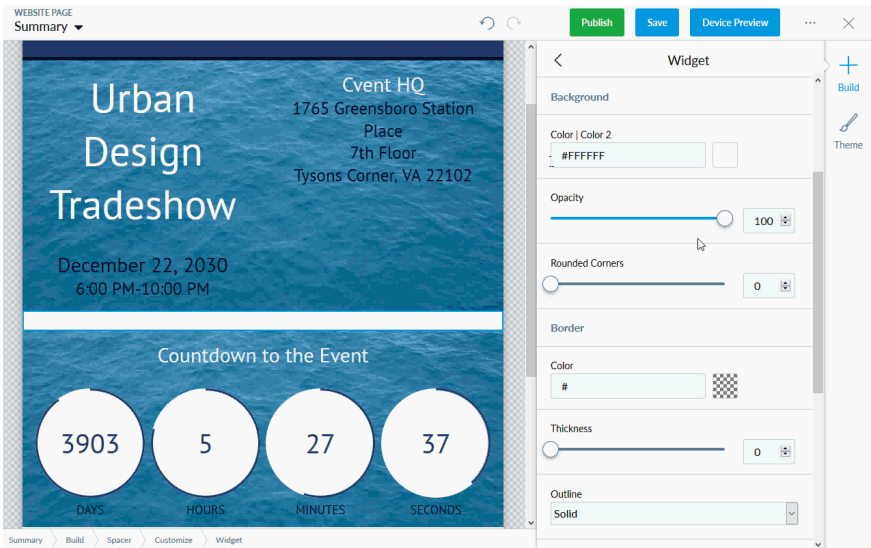
Custom Contact Fields

Use the section to the right of the canvas to make any updates to the widget.

NOTE: If adding a new line of text in a text box field, you will need to hold down the **Shift** and **Enter** buttons on your keyboard at the same time to ensure single-line spacing. Pressing **Enter** only will add additional spacing.

4 Include spacers, if necessary. Spacers determine how much of your image displays, or increases a section size. Since spacers stay static on your webpage, it's best to use smaller spacers, even if you need to use multiple spacers, rather than large spacers.

To add one, scroll down to the Structure & Organization section to the right of the canvas, and drag and drop the spacer where you want it to appear. Click **Customize** under the Styling Options to the right, then click **Widget**, and make your changes. You can adjust different settings such as the color, opacity level, corners, borders, and height and width of the spacer.



NOTE: An additional tip when building out your widgets is to reference the breadcrumbs in the very bottom-left of your canvas, which let you know where you are editing. To reset your widget, click **Customize** in your widget's Styling Options section, and click **Reset Widget Styles**.

Once you're done, click **Save** to save the draft, or click **Publish** to make it visible to invitees.

Thank you for reading the Cvent Tip of the Week. If you have any questions regarding Cvent please reach out to Erica Roccario-Thorpe, Project Management Administrator, at ethorpe@hfma.org.